



## **CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

***“Honoring California’s Veterans”***

### **HEALTH & SAFETY OFFICER**

**Permanent, Full –Time**

**\$4622 - \$5576 Monthly**

**Final Filing Date: UNTIL FILLED**

**“THIS POSITION IS PENDING HIRING FREEZE EXEMPTION APPROVAL”**

#### **Who Should Apply:**

Current State employees in this classification or those who are eligible on a certification list; transfers or reinstatement may apply for this vacancy.

**NOTE:** APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA /SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS /SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS, WHICH INDICATE SROA/SURPLUS STATUS, WILL BE GIVEN FIRST PRIORITY.

**THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED TO COMPLY WITH THE PROVISIONS OF THE 2011 PERSONAL LEAVE PROGRAM.**

**If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov), or to view examinations offered by all State departments, please visit the State Personnel Board’s website at [www.spb.ca.gov](http://www.spb.ca.gov).

HONORABLY DISCHARGED WHO MEET THE REQUIREMENTS LISTED ABOVE, ARE ENCOURAGED TO APPLY.

#### **Duties and Responsibilities:**

(Under supervision of the Assistant Hospital Administrator)

- **Program Administration/Coordination:** Plans, organizes, and administers injury prevention programs to meet specific needs of various Home areas; works with administrative, supervisory and other personnel to identify and correct unsafe practice or conditions; recommends modification in Home facilities and practices to develop safer working conditions and improve work environment; works with assigned medical staff to eliminate or control health hazards; provides assistance to and serves on the safety committee; advises management concerning standards set forth in laws and regulations relating to health and safety; reviews and evaluates reports on accidents which may involve Workers’ Compensation benefits; provides liaison between the Home and other agencies on health and safety matters.

- **Injury Prevention:** Plans and conducts an environmental and occupational health and injury prevention safety program; evaluates specific needs in areas of health and safety; reviews and investigates all industrial injuries, monitors and recommends corrective actions for unsafe practices or conditions; takes immediate action to correct seriously unsafe conditions; interprets State, Federal, and local environmental health and safety regulation; interprets departmental operation policies and standards; and advises management on current methods and techniques in the health and safety field. Provides consultation to facility staff, committees, and other advisory groups; provides assistance to and/or serves on infection/disease control committee; works with assigned medical staff to eliminate or control health hazards.
- **Compliance Activities:** Develops methods to maintain compliance with environmental health and safety standards as set forth in Titles 8, 17, 19, and 22 of the California Code of Regulations, and accreditation organizations; develops and implements a health and safety inspection program; performs safety and sanitation inspections; evaluates deficiencies and recommends corrective active; maintains Emergency Services Manual; conducts disaster drills to comply with facility accreditation requirements.
- **Hazardous Material Management:** Develops and implements a program of managing hazardous materials, including waste management; ensures applicable licensing, certification, and accreditation requirements are met; develops procedures to identify, handle, use, and dispose of hazardous materials, trains and monitors staff to come in contact with hazardous material.
- **Injured Worker Program:** Administers the Injured worker program; participates in Return-to-Work activities, and limited duty accommodations; provides liaison between facility, employees, State Compensation Insurance Fund adjusters, physicians, attorneys, vocational rehabilitation counselors, and other agencies; compiles, analyzes, and interprets accident, injury, and lost time statistics, and cost data.

### **How to Apply:**

Visit the State Personnel Board (SPB) website at: [www.spb.ca.gov](http://www.spb.ca.gov), to download the application. Submit your completed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 700 Naples Court, Chula Vista, CA 91911 Attn: Lou Dumas – M80 CV057 (10/11)**. All State applications must be postmarked no later than the final filing date.

**Note: In Exception Line** on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment or Reinstatement, “Training and Development.” Failure to do so could result in being rejected from the interview process.

### **Questions:**

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **Lou Dumas, Human Resources Office, at (619) 482-6026**.

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATION S WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED.